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ABSTRACT

The test-preparation program in this guide covers all forms of test taking to help students deal with real-world problems like test anxiety and insufficient preparation time. The chapters are: (1) "Finding Out about the Tests You Must Take"; (2) "Making a Study Plan"; (3) "Carrying Out Your Study Plan"; (4) "Learning Strategies"; (5) "Coping with Test Anxiety"; (6) "Getting Mind and Body in Shape"; (7) "Managing Study Schedules"; (8) "Managing Test Days"; (9) "Psyching Out the Multiple Choice Test"; (10) "More Multiple-Choice Questions"; (11) "Questions on the Classroom Test"; (12) "Should You Guess? Often, Yes!"; (13) "Managing Your Time During the Short-Answer Test"; (14) "Preparing for Essay Questions"; (15) "Taking an Essay Test"; (16) "Writing Basics for the Essay Test"; (17) "Test Yourself: A Practice Civil Service Test"; (18) "Test Yourself: A Practice Classroom Test"; and (19) "Summing Up." An appendix lists additional resources. (SLD)

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